

## Reallocation Reference Guide for CBA Purchases

### Required Reallocation-Local Funds

<u>Description</u>	<u>Code</u>
Employee Travel-In State Airfare	3011
Employee Travel – Agent Fee	3023
Employee Travel-In State Lodging/Meals	3030
Employee Travel-In State Car Rental	3010
Employee Travel-Foreign	3310
Employee Travel-Foreign Agent Fee	3311
Prospective Employee	3210
Prospective Employee-Agent Fee	3211
Employee Relocation/Moving Exp-Qualified	1925
Employee Relocation/Moving Exp-Non-Qualified	1926
Student Travel	3410
Student Travel – Agent Fee	3411
Prospective Student Travel	3415
Speaker Travel	5434
Contracted Services Travel-Hotel	5695
Contracted Services Travel-Airfare/Rental Car	5696
Business Meal/Alcohol	6340/6341

**Note:** All other employee travel will be defaulted to the appropriate out of state travel code based upon MCC from the transaction. For example all airfare falls within a certain MCC range and it will be coded 3111.

Any charges on the Departmental Travel Card not covered above will need to follow the [Checklist – Local Funds](#)

### Required Reallocation-State Funds

All transactions must be reallocated as instructed in the [Checklist – State Funds](#).

